

NOMINATION REVIEW
Technical Checklist

Item 1	Are the Historic name, Other name, and Name of related Multiple Property Listing completed or marked n/a?
Item 2	Have the boxes for “not for publication” and “vicinity” been marked either n/a or with an X?
Item 3	For SHPO use only, leave blank. The most up to date form will note in the Signature line “Toni M. Prawl, Ph.D.” as the Deputy SHPO. See website for correct form.
Item 4	For NPS use only, leave blank.
Item 5	<ul style="list-style-type: none"> Is Ownership of Property marked? (more than one may be marked) Is the Category of Property (only one) marked? Is the Number of Resources within Property completed and totals correct? Is the Number of Previously Listed Resources completed or marked n/a?
Item 6	Are the Historic and Current Functions completed (one per line) and compatible with categories in Bulletin 16A (available on website)?
Item 7	<ul style="list-style-type: none"> Is Architectural Classification completed with a category and subcategory from Bulletin 16A? Are Materials categories completed and consistent with Bulletin 16A? Is the Narrative Description on Continuation Pages box checked?
Item 8	<ul style="list-style-type: none"> Is the Criteria marked consistent with the Section 8 summary paragraph? If appropriate, is a Criteria Consideration marked? Are the correct Areas of Significance marked and consistent with the Section 8 summary paragraph? Is the Period of Significance completed and consistent with the Section 8 summary paragraph? Are Significant Dates completed or marked n/a? Do the dates fall within the period of significance? Are they mentioned in the Section 8 summary? Is the Significant Person marked n/a , unless criterion B is checked? Is the Cultural Affiliation marked n/a, unless Criterion D is checked? Is the Architect/Builder completed (last name first) or marked Unknown? Is the Statement of Significance on Continuation Pages box checked?
Item 9	<ul style="list-style-type: none"> Is the Previous documentation on file marked, if appropriate? (usually left blank) <p>If a Federal Part 1 Tax Credit application has been submitted to the NPS, is “Preliminary determination of individual listing . . . ” checked?</p> <ul style="list-style-type: none"> Is the Primary location of additional data marked? (usually marked SHPO)
Item 10	<ul style="list-style-type: none"> Acreage should be completed to the nearest tenth (0.0), or if less than one acre write as “less than one acre.” Is the Latitude/Longitude or UTM References complete? Are they accurate? Do they match the coordinates on the associated map? If using UTM, include a USGS map. Are the verbal boundary description and boundary justification included on a continuation sheet?
Item 11	<p>Items to be completed in full.</p> <p>Photographs and figures:</p> <ul style="list-style-type: none"> Has the Photo and Figure log been completed and a list of photos provided in this section? Has the camera direction been noted for each photograph? If figures are imbedded in the narrative, are the associated page numbers added to the figure log? Are the photographs keyed to a map on a continuation page? Are the sources for figures noted on the figure page or with the figure caption? Are the sources for figures included in the Bibliography? Are all the photographs and figures referenced in the nomination? <p>Continuation Sheets:</p> <ul style="list-style-type: none"> Are the Section numbers and page numbers (including jacket) numbered consecutively (regardless of Section)?

		<ul style="list-style-type: none"> • Are the headings of each page filled out correctly and is the name of multiple listing completed or marked n/a? • Is the property owner's names and physical addresses provided on a separate sheet? • If a single site nomination, are the current floor plans included and referenced in Section 7? • Does Section 7 have a summary, setting, property description, and integrity subsection? • Are construction dates tied in? • Does Section 8 contain a clear and coherent argument for the selected area(s) of significance, level(s) of significance, and period(s) of significance? • If applicable, does Section 8 contain appropriate comparisons? <p>Bibliography</p> <ul style="list-style-type: none"> • Is the Bibliography completed in full using the Chicago/Turabian style accurately? • Does the Bibliography account for all sources cited in the document (footnotes, figures, etc)? • Are footnotes completed in full using the Chicago/Turabian style accurately?
		<p>Accompanying Materials - Photographs</p> <ul style="list-style-type: none"> • Has one set of properly labeled 5x7 or 8x10 archival black and white photos been provided? (Due with second revision as of 8/26/15) • Has a disc of digital color images been provided? (TIF format and labeled according to NPS standards due with first submission.)
		<p>Accompanying Materials – Maps</p> <ul style="list-style-type: none"> • Has an original, properly marked USGS map been enclosed or • Has a Latitude/Longitude map with KML or KMZ file been provided? If a Latitude/Longitude map is used, does it have a North arrow, Scale, and Latitude/Longitude listed on the page? • Has a contextual map been added and referenced in Section 7? • Is a detailed boundary/footprint map provided (for Historic Districts only)? • If map is larger than 11x17, are two copies enclosed?
		<p>Accompanying Materials – Nomination</p> <ul style="list-style-type: none"> • Is an electronic version of the nomination provided on disc (MS Word 2010 compatible)?